



DEPARTMENTS OF THE ARMY AND AIRFORCE
JOINT FORCE HEADQUARTERS
NEW HAMPSHIRE NATIONAL GUARD
1 MINUTEMAN WAY
CONCORD, NH 03301



PLEASE POST IN A PROMINENT LOCATION

ANNOUNCEMENT NUMBER NH ANG16-017

DATE: 8 June 2016

POSITION TITLE, SERIES/GRADE MSgt/E7
TRAFFIC MANAGEMENT

MAXIMUM MILITARY GRADE MSgt/E7
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

MERIT: All current NHANG AGR enlisted members in the rank of TSgt/E6 to MSgt/E7

OPEN: All NHANG enlisted members in the rank of TSgt/E6 to MSgt/E7 and those eligible to become a NHANG member

CLOSING DATE: 13 July 2016

DUTY LOCATION
157th LRS
Pease ANGB

TYPE OF APPOINTMENT
AGR TOUR

MAXIMUM RANK/AFSC REQUIREMENTS
Maximum rank for this position is MSgt/E7. This position requires that the incumbent be militarily assigned to AFSC 2T0X1 military position within the unit of assignment. If not AFSC/MOS qualified, must become so within first 12 months of assignment.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

OTHER PERTINENT DATA
The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures. For Questions please contact the retention office at 603-430-3507.

If you have between 15-17 years of Total Active Federal Military Service (TAFMS) you will be required to sign a sanctuary waiver prior to the start of your AGR tour.

FOR ADDITIONAL INFORMATION
Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, Kristine.m.poplar.mil@mail.mil or CW2 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, kathryn.l.scott9.mil@mail.mil. Other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

EQUAL EMPLOYMENT OPPORTUNITY
The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

INSTRUCTIONS FOR APPLYING

PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION

MERIT: (Current NH AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number
- ARMY: Last five NCOER's.
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 6 months of closing date)
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- AIR FORCE: Enlisted Performance Report (last three)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

OPEN: (AGR's outside of NH and NON AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- NGB Form 34-1 (**20131111**) which includes announcement number and title of position
- Current or prior Technicians must include last SF 50
- ALL DD 214's
- Three References include, email addresses and phone number
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- ARMY: Current ADOS orders (if applicable)
- ARMY: Last three NCOER's
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR tour. (within 30 days of closing date)
- ARMY: Include any medical profiles or medical duty review board findings.
- AIR FORCE: Current MPA Tour Orders (if applicable)
- AIR FORCE: Last three Enlisted Performance Reports (EPR) (if applicable)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness w/passing score (within 1 year of closing date)
- AIR FORCE: Point Credit Summary VMPP
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

FAILURE TO SUBMIT ALL THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED

Applications must be received in the Human Resource Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can now be left with an HRO representative, Pease AFB, Bldg 145.

Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resource Office and may not meet the closing date/time requirement.

MINIMUM PREREQUISITES

- Minimum score of 40 in the General area on the ASVAB.
- Must be United States citizen.
- A PULHES profile of at least 333223 is required.

Specialty Summary: Performs and manages traffic management activities. Uses military and commercial transportation to move personnel, eligible dependents, material, and property. Packages, classifies, and arranges personal property and cargo for shipment or storage

Duties and Responsibilities:

Plans and organizes traffic management activities. Receives and packages items for shipment or storage. Prepares budget estimates for materials and equipment. Inspects items for identity, quantity, and condition. Segregates items requiring special handling. Considers cost and special handling requirements when selecting preservation and packing material. Certifies hazardous cargo to be moved by surface and air. Advises on procurement and distribution actions. Ensures convoy, hazardous, or oversized permits are required before movement.

Directs traffic management activities. Identifies, marks, and labels cargo and personal property for shipment or storage. Inspects shipments to determine condition. Verifies carrier service. Initiates discrepancy reports. Determines work priority. Monitors preservation, packaging and handling of cargo and personal property being shipped or stored. Selects and arranges travel routes for individuals and groups. Verifies commercial travel office routing and fares. Resolves administrative and operational problems and authorizes deviation from procedures.

Counsels personnel and eligible dependents on passenger and personal property movements. Reviews official travel orders and determines transportation entitlements.

Uses carrier tariffs and rates to determine mode and cost of commercial transportation to move personal property. Arranges shipment and storage of personal property. Makes cost comparisons between various modes of transportation, and between government and commercial storage.

Validates need for and use of temporary storage. Monitors equipment availability, service to required destinations under current operating rights, shipping status, condition of household goods packing, and local drayage contracts.

Classifies and arranges cargo for movement. Determines and schedules proper carrier equipment for loading and unloading. Converts military nomenclature to commercial freight classification. Determines weight of commodities to be shipped. Consolidates and routes shipments. Develops and maintains data reference files. Determines cargo priority, and schedules movement accordingly. Coordinates pickup and delivery of cargo shipments. Coordinates with base activities to control flow of inbound and outbound cargo. Provides transportation data and support to contracting.

Maintains and issues transportation documents. Prepares passenger related travel documents. Processes pay adjustment vouchers for cost charge travel, and issues service and purchase orders. Computes and documents excess transportation costs. Prepares re-weighs and loss and damage reports. Compiles data for comparison with other shipment modes. Prepares personal property shipment applications. Establishes and maintains personal property case files, rate printouts, basic agreements, carrier tenders of service, accountable document registers, and military or carrier tariffs for household goods movements. Processes contractor invoices and verifies services performed. Prepares shipment discrepancy reports. Converts commercial documents to government bills of lading. Issues diversion and re-consignment certificates.

Operates and maintains material handling equipment, such as forklifts and pallet and hand-trucks. Operates equipment including machines that weigh, band, staple, tape, and seal. Operates woodworking equipment. Operates automated data processing equipment to prepare, transmit, and receive transportation transaction data.

FOR THE ADJUTANT GENERAL

BRIAN C. ELBERT, Col, NHANG
Director of Human Resources